

Class Concept

Performs analysis including business objectives and process review, functional requirements, design, and testing of assigned projects. Understanding of the business functions and system needs of a work unit to develop technical specifications and business requirements. Work may include review and approval of functional and detail design documents and recommending modifications to system functionality.

Performs technical analysis, reporting, and metrics related to business and process improvements. May aid stakeholders in defining and developing their strategic goals.

Recruitment Standards

Knowledge, Skills, and Abilities

- Able to articulate value propositions from both a business and technical perspective.
- Experience with analyzing and documenting processes and requirement specifications.
- Ability to assist with analyzing current processes, improvements, and procedures that create future configurations which lead to gains in efficiency and cost savings.
- Ability to transfer knowledge and other important or relevant information to stakeholders and end users.
- Matrix facilitation skills for, client and other involved parties/resources.
- Ability to participate in the project to deliver the proposed and agreed upon solution.
- Understanding of general IT architectural principles, technical designs and specifications.
- Excellent verbal and written communication skills including the ability to interact and communicate effectively with non-technical clients.
- Ability to think analytically and problem solve.
- Ability to communicate effectively with all levels in the organization.
- Understanding business requirements and translating them into specific software requirements.
- Experience with evaluating information harvested through surveys and workshops, task analysis and business process description.

Minimum Education and Experience

Bachelor's degree in Business Administration, Computer Science, or any related field from an appropriately accredited institution and one year of experience in business consultation, process improvement, or requirement gathering in an information technology environment, or

Associate degree in Business Administration, Computer Science or any related field from an appropriately accredited institution and two years of related experience; or

High School or GED and four years of related experience; or an equivalent combination of education and experience.